

Classes taught by CFOD Personnel

Class Title	Length of Class	Target Audience	Description
Encumbrance	4 hrs	CFOD	To learn about the Encumbrance System (ERS) and the rules and definition of what is an encumbrance.
Cost vs. Capital	4 hrs	CFOD	To learn how to distinguish between Cost and Capital expenditures.
RPA Process (Request for Project Authorization)	2 hrs	End-Users in CFOD and PE&C	To learn how to use the new RPA database and the process of gathering the data.
IBS (Integrated Budget System)	4 hrs	End-Users in CFOD	To learn how to use the new budget system and about the reports available.
Business Days	2 hrs	Site Managers	To present a Budgeting and Financial Overview to Management
TACS (Time and Attendance Collection System)	1 to 2 hrs	All WSRC and BSRI employees	To educate all employees on how to enter time records and to educate managers on how to approve time records.
Finance Data Warehouse	16 hrs	CFOD and Division Support	To learn how to use the data warehouse as a reporting tool by either using standard reports already available or developing adhoc reports as needed.